



Read, Write, Now

Unit

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**Readability:** Flesch – Kincaid Grade Level 4.7  
Flesch Reading Ease 78.0

Developed by the National PASS Center with funding from the Strategies, Opportunities, and Services to Out-of-School-Youth (SOSOSY) Migrant Education Program Consortium Incentive under the leadership of the Kansas Migrant Education Program.

## Dictionary Skills

The **alphabet** is a set of letters. They follow each other in order. They are used to make words. This is the alphabet we use:

### UPPER CASE

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### lower case

a b c d e f g h i j k l m n o p q r s t u v w x y z

The letters in the top row are in the **upper case**. They are called **capital letters**. Capital letters begin the first word of every sentence. The letters in the bottom row are in the **lower case**. As you can see, lower case letters are used most of the time.

The names of people, places, and things begin with capital letters. For example:

Señora Rodriguez

James Madison

Miami, Florida

Paco

Dr. Chang

the Mississippi River

Europe

Main Street

Friday

January

Knowing the order of the alphabet is important. Lists of words are part of our daily lives. When lists follow the order of the alphabet, they are in ***alphabetical order***.

**Some lists that are in alphabetical order are:**

- names in the telephone book
- words in a dictionary
- the songs on your iPod
- the list of contacts in your cell phone
- items for sale on amazon.com, e-Bay, etc.
- list of offices in a large building
- topics of information, either online or in a book
- files of people served by lawyers, doctors, and teachers
- files of tenants (*people who pay rent to live somewhere*) and employees (*people who work for a person or business*)

Can you think of anything else you use in your everyday life that is in alphabetical order?

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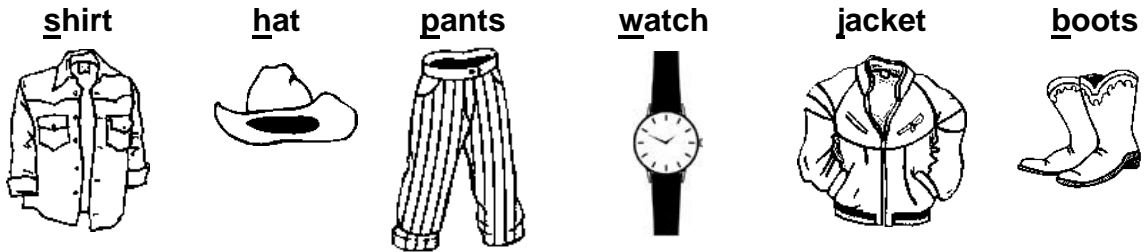
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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z



Above is a list of words. Let's put them in alphabetical order. Remember, that means you list them in the same order as the alphabet.

- Look at the first letter of each word. Look at the alphabet above. Which word begins with the letter closest to the letter "A"? \_\_\_\_\_

*If you wrote the word **boots** you are correct.*

- Which word begins with the letter next closest to the letter "A"? \_\_\_\_\_

*If you wrote **hat**, you are correct.*

Use this method to put the rest of the words in alphabetical order. Fill in the blanks below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

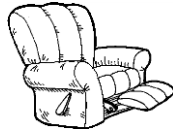
\_\_\_\_\_

The rest of the list should be in this order: *jacket, pants, shirt, watch*

Now, try some more words.



refrigerator



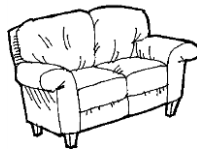
chair



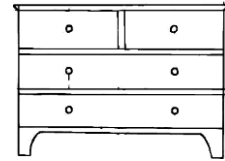
stove



lamp



couch



dresser

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z

Write the list in any order:

First list:

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Your list has two words that begin with the letter “c”—**couch** and **chair**. Which word should go before the other? To answer this, you must look at the second letter of each word:

**couch**

**chair**

Which of these letters is closer to “A”? The “h” in **chair** is closer to “a” than the “o” in couch. The word **chair** will go before the word **couch**.

Now, write the list in alphabetical order:

1. Final list:

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Try some words on your own! Use the alphabet on the next page to put the grocery list in alphabetical order. Remember to look at the first letter of each word.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
a b c d e f g h i j k l m n o p q r s t u v w x y z



Write a practice list here:

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2. Now, write your list in alphabetical order here:

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## Using the Index

The index of a book lists the topics included in the book. It can be found in the end pages. The topics are listed in *alphabetical order*. A number appears after each topic. It is a page number. That is where information about the topic can be found.

Below you will see a sample index page. It is from a textbook on American history. Look at it for a few minutes. Notice the way the topics are listed. If you don't understand anything about it, ask your teacher. Use the index page to answer the questions.

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3. On what pages would you find information about:
  - a. the Homeland Security Department?

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  - b. the Indian Removal Act?

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  - c. William Randolph Hearst?

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Below you will see an index page from a cookbook. Answer the questions that follow using this sample index page.

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4. Find your favorite pie. On what page would you find its recipe? \_\_\_\_\_

5. On which page is the recipe for peanut butter cookies? \_\_\_\_\_

6. Which recipe would you like to try?

Name: \_\_\_\_\_, Page number: \_\_\_\_\_

## Guide Words


**Guide words** help you find names in a phone book and words in a dictionary. They can be found at the top of the page. They are larger and darker than the other words on the page. Guide words tell you the first and last words on that page. Below is a page from the dictionary. The guide words are pulley and punch. The first word on the page is pulley and the last word on the page is punch. Use this page to answer the questions that follow.

**Guide Words**

**pulley** ▶ **punch** ←

runners.] **6** [an informal use] to perform; do [Don't ever *pull* a stunt like that again!]  
**noun** the act of pulling [Give the door a *pull*.]  
**—pull for** [an informal use] to hope for the success of [We're *pulling for* the home team.]  
**—pull off** [an informal use] to manage to do [The thief *pulled off* another robbery.] **—pull oneself together** to gather one's self-control.  
**—pull over** to drive a car to the curb. **—pull through** [an informal use] to get safely through an illness or trouble [In spite of her injuries, she will *pull through*.] **—pull up** **1** to bring or come to a stop [She *pulled up* at the red light.] **2** to move ahead [He *pulled up* to the intersection.]  
**pull** • **verb** pulled, pulling • **noun**, plural pulls

**pulley** (pul'ē) **noun** a small wheel that has a groove in the rim in which a rope or belt moves. A pulley may be used to lift an object fastened to one end of the rope by pulling down on the other end. A pulley is a simple machine.  
**pulley** • **noun**, plural pulleys



**pulley**

**pullover** (pul'ō vər) **noun** a shirt or sweater that is put on or taken off by being pulled over the head.  
**pullover** • **noun**, plural pullovers

**pulp** (pulp) **noun** **1** the soft, juicy part of a fruit. **2** the soft, center part of a tooth. It contains nerves and blood vessels. **3** ground-up wood and other matter, mixed into a soft, wet mass from which paper is made.

**pulpit** (pul'pit or pul'pit) **noun** a platform in a church on which a clergyman stands to give a sermon.  
**pulpit** • **noun**, plural pulpits

**pulpy** (pul'pē) **adjective** of or like pulp [a *pulpy* mass] —Look for the WORD CHOICES box at the entry **soft**.  
**pulpy** • **adjective** pulpier, pulpiest

**pulsate** (pul'sāt) **verb** to beat or throb in a regular rhythm [Your heart *pulsates* more slowly when you sleep.]  
**pulsate** • **verb** pulsated, pulsating

**pulse** (puls) **noun** **1** the regular beating in the


arteries that is caused by the movements of the heart in pumping the blood. **2** any regular beat [the *pulse* of the drums].  
**pulse** • **noun**, plural for sense **1** only pulses

**pulverize** (pul'vər iz) **verb** to crush or grind into a powder [He *pulverized* the stone with a sledgehammer.]  
**pul-ver-ize** • **verb** pulverized, pulverizing

**puma** (pyū'mə or pū'mə) **noun** another name for cougar.  
**pu-ma** • **noun**, plural pumas

**pump** (pump) **noun** a device to draw liquid or gas into or out of  
**verb** **1** to raise, move, [She *pumped* water from the well.] **2** to fill with a gas [The mechanic *pumped* the flat tire.] **4** to move  
**pump** [The heart *pumps* blood.]  
**pump** • **noun**, plural pumps • **verb** pumped, pumping

**pumpkin** (pump'kin) **noun** a large, round orange fruit that grows on a vine. The pulp is used as a filling for pies.  
**pumpkin** • **noun**, plural pumpkins



**pumpkin**

**pun** (pun) **noun** the humorous use of words that have the same sound but have different meanings [The short story title "A Dog's Tale" has a *pun* in it.]  
**verb** to make a pun or puns.  
**pun** • **noun**, plural puns • **verb** punned, punning

**punch**<sup>1</sup> (punch) **noun** a tool for making holes in something or one for cutting or stamping designs on a surface.  
**verb** to make holes in or designs on with a punch [The train conductor *punched* our tickets.]  
**punch** • **noun** • **verb** punched, punching

**punch**<sup>2</sup> (punch) **noun** a hard blow with the fist.  
**verb** **1** to hit with the fist. **2** to herd or drive cattle.

- The guide words of this dictionary page are **pulley** and **punch**.
- The page starts with the definition of **pulley**. It ends with the definition of **punch**.

7. What word is defined after the word **pulp**? \_\_\_\_\_

8. What is a **puma**? \_\_\_\_\_

Let's go step-by-step through an example. You want to know the meaning of the word **milkshake**. You open your dictionary and turn to the pages of words that begin with "m." The word **milkshake** could be on one of three pages. The guide words for these three pages are below. Which pair of guide words shows you the page that the word **milkshake** is on?

**Miami • microwave oven**

**Midwest • Milky Way**

**mine • mink**

Let's use what we know about alphabetizing. Start with the first letter of the word **milkshake**. It is "m." All the guide words start with "m."

Next, look at the second letter – "i." The second letter of all the guide words is "i."

Now you need to move to the third letter of **milkshake**, which is "l." "l" is the third letter of only one word above. Look at that pair of guide words. Could **milkshake** come between **Midwest** and **Milky Way**? Yes, it could!

**M i d w e s t**

**m i l k s h a k e**

**M i l k y W a y**

We know we can find **milkshake** on the page with the guide words **Midwest • Milky Way**.

**Now you try!**

Here are three sets of guide words.

<b>fresh • frigid</b>	<b>frill • frost</b>	<b>frostbite • fulcrum</b>
-----------------------	----------------------	----------------------------

Each word from this list belongs under one pair of the guide words.

<b>9. fries</b>	<b>11. fudge</b>	<b>13. frosting</b>
<b>10. frighten</b>	<b>12. frisbee</b>	<b>14. frog</b>

Follow the example shown. Use the lines to figure out where each word goes. Then, fill in the chart on the next page. Place each word from the list under the guide words it falls between. Sample word: **front**

<b>fresh • frigid</b>	<b>frill • frost</b>	<b>frostbite • fulcrum</b>
	<b>front</b>	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Use the page from a phone book on the next page to answer the questions on the next page.

